



Indiana Department of Education  
SUPPORTING STUDENT SUCCESS

## Letter of Agency For Funding Year **2010-2011** for Internet Services Department of Education K-12 E-Rate Consortium

Corp.# \_\_\_\_\_ School Corporation Name: \_\_\_\_\_

E-rate Billed Entity Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

This is to confirm our participation in the **Department of Education E-rate Consortium** (collection of public educational entities purchasing Internet services from the state contract) for the procurement of **Internet, Internet-related services, and Telecommunications services including VOIP and WAN as available under the statewide contract**. I hereby authorize the **Department of Education E-rate Consortium** and AdTec to submit the required FCC Form 470, FCC Form 471, other required E-rate forms, and other responses to requests for information to the Schools and Libraries Division of the Universal Service Administrative Company on behalf of the above listed school corporation.

I understand that, in submitting these forms on our behalf, the Department of Education is making certifications for the above named school corporation (hereinafter called **the School**). By signing this Letter of Agency, I make the following certifications:

(a) I certify that **the School** is a school under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §7801(18) and (38), that do not operate as for-profit businesses and do not have endowments exceeding \$50 million.

(b) I certify that **the School** has/have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the Billed Entity is passing through the non-discounted charges for the services requested under this Letter of Agency, that the entities I represent have secured access to all of the resources to pay the non-discounted charges for eligible services from funds to which access has been secured in the current funding year.

(c) I certify that **the School** is covered by technology plans that are written, that cover all 12 months of the funding year, and that have been or will be approved by the Indiana Department of Education, a **Schools and Libraries Division (SLD)**-certified technology plan approver, prior to the commencement of service. The plans were written at the school corporation and building levels as per Indiana Code.

(d) I certify that the services **the School** purchases at discounts provided by 47 U.S.C. §254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. §54.500(et seq.).

(e) I certify that **the School** has complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.

(f) I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.

(g) I certify that I will retain required documents for a period of at least five years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.

(h) I certify that I am authorized to order telecommunications and other supported services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. §1001 and civil violations of the False Claims Act.

(i) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.

(j) I certify, on behalf of the entities covered by this Letter of Agency, that any funding requests for internal connections services, except basic maintenance services, applied for in the resulting FCC Form 471 application are not in violation of the Commission requirement that eligible entities are not eligible for such support more than twice every five funding years beginning with Funding Year 2005 as required by the Commission's rules at 47 C.F.R. §54.506(c).

(k) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.

(l) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to **the Indiana Department of Education E-Rate Consortium** for E-rate submission is true.

School Corporation Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN BY OCTOBER 30, 2009 TO: Indiana DOE E-rate, Attn Judy Carnal

Preferred method of delivery – PDF file via E-mail to [jcarnal@admtec.com](mailto:jcarnal@admtec.com)

2<sup>nd</sup> preference – Fax to 941-371-4044

3<sup>rd</sup> preference – Via US Mail to: IDOE E-Rate Program, c/o Judy Carnal, PO Box 18088,  
Sarasota, FL 34276-1088